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MSC Spring Full Membership Meeting
May 2, 2006
Missoula Public Library

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9:00 – 9:45 Welcome and Intro of MSC Exec Committee
Lee Phillips called the meeting to order at 9:04 a.m.

Welcome
Introduction of **Exec Committee**:
Lee Phillips, Highwood
Ann Rutherford, Academic
Sue Sillick, Special
Beth Chestnut, School
Alice Meister, Large Public
Marilyn Trosper, Asst Exec Directro, Small Public Libraries

Staff: Sarah McHugh, Mike Price, Jennie Stapp, Claire Morton, Fiscal Agent Msla
Public Library, Bruce Newell

Roll Call: Belgrade Community Library (Anna McLean), Big Horn County Public
Library (Cherie Heser, proxy); Big Timber Schools (Jane Gardner); Bitterroot Public
Library (Gloria Langstaff, Nansu Roddy); Boulder Community Library (Cyd Kreigwald);
Bozeman Public Library (Alice Meister); Carnegie Public Library (Jane Gardner, Proxy);
Clancy Community Library (Donna Worth, proxy); Clinton Elementary School (Marilyn
Yvonne Ritchie); Darby Community Library (Amy Lee Fannin); Dillon Public Library
(Marie Habener); Drummond School Community Library (Jodi Oberweiser); Flathead
County Library (Kim Crowley); Flathead Valley Community Library (Kim Crowley);
Glendive Public Library (Gail Nagle); Hearst Free Library (John Finn); Hellgate School
District No. 4 (Becky Mosbacher); Highwood School Library (Lee Phillips); Kalispell
Regional Medical Center (Michael Ober, Proxy); Laurel Public Library Peggy Arnold;
Madison Valley Public Library (Michelle Goggins); Meagher County/City Library
(Honore Bray, Proxy); Miles city Public Library (Sonja Woods); Miles Community
college Library (Ann Rutherford); Missoula Public Library (Honore Bray; Claire
Morton); Montana Academy (Suzanne Goodman proxy); Montana Department of
Transportation (Lisa Audio); Montana Bible College (Sandy Oertli); MT Legislative
Reference Center (Sue Sillick, proxy); Montana State Library (Julie Klauss); MT
Historical Society library and Archives (Molly Kruckenberg); North Valley Public
Library (Renee McGrath); park High School Library (Suzanne Goodman); Plains Public
Library District (Carrie Terrell); Plains School Library (John Meckler); Polson City
Library (Marilyn Trosper); Ronan Schools (Louise Schlegel); Rosebud County Library
(Cherie Heser); St Ignatius School-Community Library (Lisa Foust); State Law Library
of Montana (Judy Meadows); Thompson Falls Schools (Beth Chestnut); Thompson Falls
public Library (Katherine Roberts); Thompson-Hickman County Library (Joanne Erdall);
Three Forks Community Library (Jean Nielsen); Twin Bridges Public Library (Paula
Gilman); West Yellowstone Public Library (Jean Nielsen, proxy); Twin Bridges Public
Library (Donna Worth).

Absent:Billings Clinic Medical Library Lewistown Public Library; Sheridan Public Library; TRIC/PLUK Library (Sue Sillick, proxy);

Introduction of new members: Plains K-12 schools, Rosebud County Library, Bicentennial Library of Colstrip; Sheridan Public Library; Darby Community Library, North Valley Community Library, TRIC/PLUK Library
Third round: Bigfork Schools, Frenchtown HS, and Dept of Environmental Quality

Approval of Last Meeting's Minutes October 7, 2005 Lewistown
Judy Meadows moved and Alice Meister second to accept minutes as presented. Motion carried unanimously.

MSC General Update, Sarah McHugh: Where are We Now?: added 7 institutions and 2 branches: 5 pub, 2 school, 2 special; 66 libraries strong; over 600,000 records, over 2 million items; over 225K users; wonderful addition of Jennie Stapp since October. Jennie coordinated NetLibrary purchase, coordinating bringing records into the library and is the NACO reviewer. Purchased and installed Director's Station; trainees are being asked to go out and train others, but MSC will do more training for groups; upcoming 2 hour consult with SIRSI; growth in resource sharing groups, Partners doing floating collections; NCIP pilot project will be discussed later; bib record health looking better every day, yearly scan/delete at OCLC has been done (about 4 – 5 K records did not find a match and will be put on an MLN site to for individual libraries to set holdings); **question**: is there a way we can control when the scan/delete takes place? Sarah explained that we don't want to do so until a massive clean-up takes place. Response: Spring is bad time for schools because we loose our holdings in OCLC. June 9 -11 system down for reload of the OCLC records. There will be catalog access in the test environment; standalone use and Java client use will take place.
WHERE WE ARE HEADED: asked folks to move to Java Client by June; do we really have to move? //this is the question that was asked last night. With GL3.1 build at the end of June, there is a faster build of JAVA. Also, we now know that we don't have to move completely to Java, so there is the option of staying on the C client. But if you want to use acquisitions, you should go to JAVA. It would help state library staff if everyone moved to Java; each library needs to do all or nothing (can't have some computers on Java and some on C client). A library won't be banished from the shared catalog if it doesn't go to JAVA. Individual libraries can go fully to JAVA right now. JAVA client and GL3.1 are two different things. GL3.1 is the unicorn background applications; Java is merely the client software. Transition to GL3.1 will be smoother if we are up on Java to begin with. The compelling reason to do this now is that the learning curve will be lessened when we go to GL3.1. Upgrade from iBistro to EPS will not be until late 2006 or early '07. Will pay SIRSI now and purchase rooms builder to get the quoted price; will implement later. Conversations about adding new libraries on the listserv; this is a part and parcel of this consortium and one of our goals.
Network issues: lots of issues these last few months. In Helena they were too slow to react and staff thought they were local issues, but once law library reported, they knew something was up. Network problems are very complex but a lot was learned over the last few months. State IT is moving to upgrade bandwidth between state network and

outside world. Talked to SIRSI about "Live Network" to monitor but that is for a stand-alone library situation. ITSD looking at regional trunk lines in the state; this holds the best hope for shared catalog libraries. Jennie is collecting network information from all libraries to better troubleshoot network issues. Network issues the biggest problem for the health of the MSC. Thanks to all for the dedication to the consortium; thanks to those who helped other libraries, thanks to trainers; thanks to Claire for fiscal management.
Question: would it be possible to hire a consultant to document network issues; possibly a summer intern? Good idea; staff will explore this.

New Business:
Sue Sillick: proposed change to MSC by-laws:
Exec committee met in March; first having to do with when we see the budget and the section about electronic voting. Article 5, number 4: change to last meeting instead of first (May as opposed to October). **Question:** Could we have an estimate of ongoing costs by April 1st? It seems that would work.
Article 6, no 5: clarified the 75% majority and added "or voting electronically" (those members who vote are considered present). Article 9, number 3 "those attending the meeting or voting electronically" Discussion: during the summer the schools are not available so a vote in summer would not be a good time.
Action: Roll call vote on by-law changes; vote unanimous to accept by-law changes.
Question: can we move formal count of bibs to March 1st instead of March 10th? Yes.

Claire Morton: FY'06 budget explanation: see attached
REVENUE
Unencumbered cash: used to be called contingency (everyone pays for this; set aside for new stuff)
Member revenue: what we collect each year to pay bills
LSTA: federal support for bringing on new libraries
Building up fund to move to Unicorn Model H
Interest: investment earning pool

EXPENSES: backs out the revenue shown above; includes new staff person
Catalog Expenses: maintenance, server location costs, server replacement fund; SIRSI licensing and maintenance for software modules;
Bottom line is that we have a healthy $55,288.04 in unencumbered cash to move into the coming year.

BREAK at 10:40
RESUME at 11:00

FY06 budget discussion continues. Budget amended to reflect revenue error; bottom line in revenue should read $440,941.73 Close of FY '06 budget discussion.

MSC FY07 Proposed Budget (Claire Morton)
Agenda amended to read ACTION ITEM: vote on proposed 2007 Ongoing Cost Formula (not 2006).

Proposal to not collect "unencumbered cash from libraries" for revenue; 50K $ per year is too much; membership will have to decide what amount is comfortable for unencumbered cash. We will not be able to fill in the questions on budget until we are well into FY 07 (new library costs, etc.). How do we cover future advancements if we get rid of "unencumbered cash"? Note that contingencies are already built into catalog expenses in the budget. What percentage of total budget is the membership comfortable with as "unencumbered cash"?

How will we deal with the TRAINING expenses this year?
Proposal:
Continuing Education: $1,000
SIRSI trainer: $2000 (reduced by $1,000)
Printing: delete
Meetings: $1500 same
Library training: $500 (reduced by $500)
Conferences: $7500 (increased by $2500)
Bottom line of $12,500 stays the same
Discussion ensued of using a product like WebX to do training.

Lunch 11:20 until 12:15 and ongoing cost formula will be discussed then.

Discussion of proposed FY 07 budget continues. FY 07 leaves a balance of $20,055.54 in unencumbered cash. Amend budget to read "staff" instead of "new staff".

Ongoing cost formula discussion: discussion of "expenditures"—is everyone using the same criteria for collecting expenditures? Is there a better way of measuring this? Discussions will continue over the summer. Question: Would it be better to divide training costs equally by library (not based on share amount)? For the purposes of discussion: the ongoing cost formula is exactly the same as last year. Expenses, however, are decreased by the $50,000 that was previously collected for the contingency fund. Langstaff moved that we accept the budget as presented including the ongoing cost formula, Bray seconded. Discussion ensued. Some are uncomfortable with having only 20K $ but realize that much work has gone into preparing this budget and the exec committee has agreed upon it. Roll call vote: one abstention; rest voted yes; motion carried.

Comments from Library gatherings:
Beth Chestnut **school library gathering**: suggestion that these meetings continue as "birds of a feather" meetings; best practices published just for schools (best ways to finish year for instance); members upset about indexing that needs to be repaired; more help with Director's Station; data communications chain for schools—similar to mentor libraries?; Mike mentioned that state staff could create "top 10" reports for schools if everyone could use the same reports; concerns of schools using non-certified librarians; clarification on procedures for deleting bibs; email—there's too much on the listserv because people respond to all (please change the address in the response); hate the reports please recommend to Sirsi to make them easier; batch uploads from vendors was

discussed; Jennie discussed PromptCat via OCLC, a way to work with vendors through OCLC to bring in vendor records (covered by OCLC state contract); email accounts available via "member lookup".

Small Public Libraries group, 9 in attendance and one guest; Nancy Brennan presented: excited about the potential of the $20K left over in MSC budget; consultant to look at network issues would be great; frustration at being between C-client and Java and GL3.1; some mentors were concerned that they may be ill-educated to be mentors; data map questions; director's station a concern; recurring theme about the haves and have-nots, there are some libraries who may never have the $s to come onto the shared catalog; bringing on new libraries is important so that the LSTA money does not dry up; email etiquette needs work—participants need to add information in sigfile at bottom of email;

Alice Meister, Large public libraries—7 people representing libraries; John Finn reported and thanked Mike and Jennie for coming to the meeting and talking about network issues; can we ask SIRSI for money back for the time down from the headings issues we've had? Sarah says fault lies in many places (answer is no??); email concerns and the rash of "me too" in response to emails on the MSC listserv; avoid the sky-is-falling syndrome; Director's station seems to not be intuitive; moving to Java, can state library send out specs; everyone happy with the group and the way it works and Sirsi is a young, growing company that will hopefully settle down;

Sue Sillick—special and academic libraries had 6 people; Maggie from state library reports: Joys: good support from MSL, helpful and responsive staff; connection from OCLC; more time with users; can mostly always find things for user; Sorrows: costs, too many products; many bad records in the system; Director's station; Considerations: video conferencing; roving cataloger; growth needs to be cautious and look at financial sustainability.

Proposed MSC Cataloging Guidelines—Jennie Stapp
First major revision on guidelines by cataloging committee; basic organization has been updated. Pages 1-7 are guidelines and the rest of the document is appendices; more user-friendly document. Highlights of new and revised content: pp.2-3 when to bring in new bib records; p. 5 new information under editing bib records (enhancing bib records, GMDs); discussion on when to create bibs, when brief titles are okay to add; mentor program and cataloging agent program; specific appendix L, when to delete and when to discard. Intent is for this document to be a reference tool. Thanks to Kathy Roberts for reviewing the document. Thanks to Jennie and Cataloging committee for doing such a good document.
Judy Meadows moves that we accept the revised cataloging guidelines dated March 2006; seconded by Anna McClean; discussion ensued. Spelling error on page 2 second paragraph on second to the last line—change "between to records" to "between two records."
Roll Call Vote: passed by vote of those present and their proxies one abstention;

Break: 2:10 – 2:20

Presentation of EPS/Rooms—Sarah McHugh; delay until the fall meeting and there is only one site using it right now. Acknowledged Mike Price's contribution to the MSC—couldn't do without it.

Bruce Newell—NCIP pilot project; working with OCLC to include libraries outside the MSC to involve themselves in a project like partners; the goal is to search from anywhere in MT, all libraries and a possible statewide library card; making it possible for different library catalogs to talk to each other; currently HiLine Libraries, Missoula Public Library and other Partner Libraries. Also having conversations with OMNI libraries; OCLC wants to make this happen and experiment with Library to patron's mailbox delivery options. Question: what is OCLC giving us to do the pilot? The ability to experiment; idea of the "long tail." We would need an NCIP server on our end provided by OCLC; some courier costs also. Build in some of the find-it capabilities into our catalog. A thing of the future…. Discussion of proposed courier system which is on the governor's desk as an EPP from the State Library;

Sirsi/Dynix SuperConference reports:
- Sarah McHugh: several consortia breakout sessions; new features with GL3.1 in Circ and Cataloging: online patron registration; calendar management (for closed dates); individual patron choice for charge history; family returns (group fines together); circ notes display at checkout; no items currently available when item is on reserve is fixed; ability to track holds and reserves (user generated or not); more ability to track OPAC use; demand management and ability to fill holds based on proximity; title holds display at the call number level; no more upper case subject headings; record editor validation when editing Marc records; ability to see valid unicorn codes, those that you use; ISBN 13; authority headings without bibliographic records report; report that extracts discards for an OCLC upload.
- Kim Crowley: showed Seattle Public Library video
- Mike Price: attended API training (application programming interface), which he is required to attend every 2 years; can use API for many things in our shared catalog; session on Oracle, relational database system; MSC uses Oracle for their dbms; attended technical related sessions relating to upgrades and updates, java, etc.;
- Ann Rutherford: most interested in Director's Station; saw presentation from Yuma Public Library, which highlighted the possibilities of data mining; collection development and data mapping; very pleased with the presenters and attendees.
- Lee Phillips: InfoOhio and School Rooms built on EPS; federated searching; tested in the Ohio School system; Students want to be assigned more internet activities that are relevant; Information makes a difference to people; School rooms; best of the web selected by educators; integrated multi-media components; parent's place included; how to explore a subject—elementary, middle school and high school and parent's guide.
- Caroline Campbell: initial impression, wow! A lot of Sirsi users in attendance; got to meet people from all over the country; surprised of the International flavor of the conference; interested in GL3.1 and excited about its advent; practical aspect

was attending the "Ask-Sirsi" help room and talk to someone in person; pocket-circ product designed for Circ and inventory; Sarah will look into purchasing PocketCirc from Sirsi for loan to libraries doing inventory; Sirsi client-care website is available to help answer questions (in addition to State Library staff help), "how will you shape the future?" use Client Care to give feedback to Sirsi.

- Nansu Roddy: thanked the group for allowing her to attend; great opportunity to meet librarians and tech people who had been impacted by Katrina; world is flat and keeping up with the Google generation; value of community and how we keep our own individual libraries' duty to keep up with the changing aspects of technology; floating collection workshop from 15-branch library in Maryland; our focus has always been on access (not just managing materials) whereas Maryland project was more about materials' management.

Comments and wrap-up: billing for FY07 will be based on the cost formula presented today; please get check in by due date; reminder Java Client overview is 1:30 tomorrow at Missoula Public Library. Fall meeting will be October 5th and 6th in Helena (Thursday, Exec Committee and Birds of a Feather groups; full membership meeting on the 6th) Carroll College or the Great Northern Hotel.

Comments: will EPS be here for awhile? There have been so many changes so far. Is the downtime going to be done by the time that is scheduled? Safe bet that the answer is yes. Vision and leadership of the libraries and of Sarah has gotten us where we are today! Look at us compared to where we were four years ago.

Meeting adjourned at 3:50
Minutes submitted by Kim Crowley